

12 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
12 April 1974

STATINTL

1. Co-op Program:

STATINTL

a. [REDACTED] of Recruitment Division and [REDACTED], our Coordinator for Cooperative Programs, interviewed 22 students at the University of Detroit on 10 April. We accepted co-op applications from four electrical engineers and one chemical engineer. One of these is a young lady and one student is black.

STATINTL

b. [REDACTED] also talked with a co-op at this University who is already in our program. He had just been inducted into two engineering honorary societies, including one that is the equivalent of Phi Beta Kappa. He was elected vice-president of this honorary and president of the other one.

STATINTL

c. [REDACTED] briefed the Co-op Coordinator of Clark College on 8 April. This is one of the five traditionally black colleges which make up the Atlanta Consortium. Their liberal arts curriculum may be of interest to OER, [REDACTED] and OCI.

STATSPEC

2. High School Seniors Briefed: Recruitment Division entertained a class of high school seniors from Lewistown, Pennsylvania on 5 April. These business students, all of whom qualified in shorthand and/or typing, left Lewistown at 3:30 a.m. Friday morning to arrive at Ames Building at 7:00 a.m. After breakfast in the Ames Building cafeteria, they were taken to the clerical EOD room where they were shown the Agency film, "A Need to Know" and were given applicant briefing by [REDACTED] a clerical recruiter. Twelve of the 24 students indicated interest in applying to the Agency for employment. Linda will interview these applicants in Lewistown in two weeks.

STATINTL

STATSPEC

3. Special Recruiting: Response to the advertisement for part-time typists for [REDACTED] is as follows: 79 telephone calls received, 16 interviews scheduled, seven interviews conducted, and three PHS sets given.

4. Retirement Seminar at Department of State: On 10 April two representatives from Retirement Affairs Division attended the opening of the Annual Retirement Seminar at the Department of State. This seminar will be conducted during the noon hour on each Wednesday until 22 May. Other members of RAD will attend sessions in which they have professional interest.

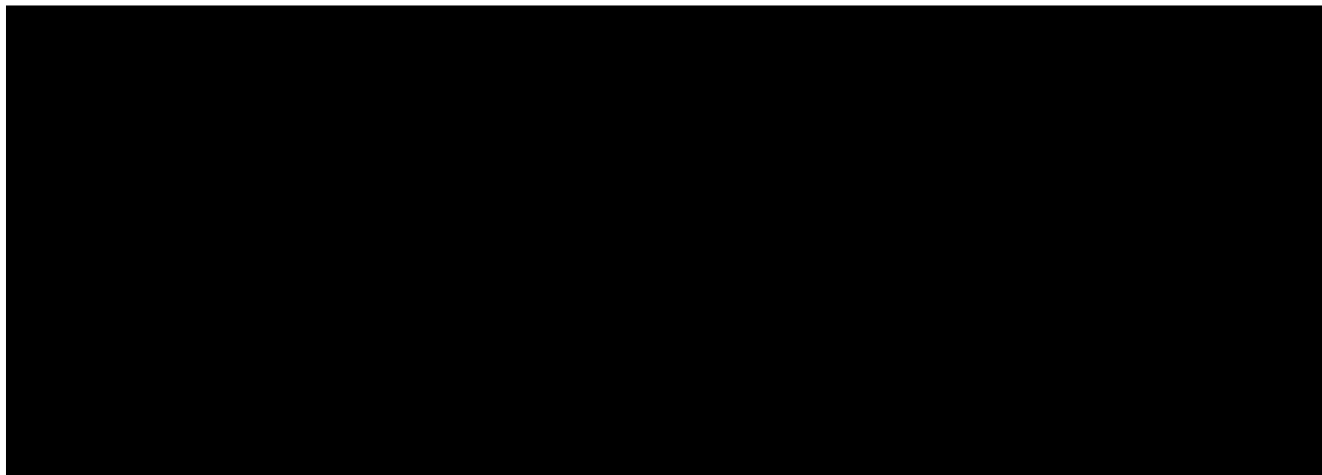
5. A Look at Retirement Activity: We held a "skull session" recently to examine the trend of retirement activity. The consensus was that interest in retirement seems to be lower than in at least the past three fiscal years. Examples: (1) Heretofore when five-year letters were sent out in January, there was a surge of interest expressed by the recipients in retirement information; a noticeably lower level of interest was apparent after the five-year letters were distributed this year; (2) The knowledge of an impending cost-of-living increase has not sparked the demand for retirement information experienced in prior years.

6. New Position by IRS on Disability Retirements: On 30 November 1973 we notified disability annuitants under Civil Service of the decisions against the IRS in the Third and Sixth Circuits on the matter of sick pay exclusion. The notification also mentioned the then-pending case in the Tenth Circuit and commented on the alternatives available to IRS after the decision. Now that that decision has been taken against IRS, and IRS has agreed to accept age 70 as the cut-off for sick pay exclusion, Retirement Affairs Division is anticipating requests for information from Civil Service disability annuitants and is gearing up to supply information. A check with the Civil Service Commission on 11 April disclosed that the Commission sent an information "flyer" to all disability retirees a few days ago. The flyer instructs recipients how to file claims for sick pay exclusion for prior "open" years and informs recipients that as soon as IRS formalizes its position, the Commission will send another notice. All our disability retirees under Civil Service have or will receive all the information they need directly from the Commission. Our response to requests for information will be guided by the Commission's releases.

STATINTL

7. EOD Orientation: As part of our EOD Orientation Improvement Program, [REDACTED] of our Staff Personnel Division has been taking the new EOD's as a group to lunch in the cafeteria. He has been accompanied by other members of the Personnel Sub-Group. This facet of the EOD Orientation seems to go over very well -- the new employees are more relaxed and asking more questions during the lunch period.

8. Personnel Practices Symposium: Our Personnel Practices Symposium was held on 9 and 10 April. It was attended by 50 component representatives who benefited from lectures and group discussions on the topics of training and counseling within the context of new approaches to personnel management.



10. New Annual Leave Provisions: We forwarded to Chief, Regulations Control Staff proposed Employee Bulletin and Headquarters Notice providing guidance in the administration of annual leave under the provisions of Public Law 93-181, requesting that authentication and publication be deferred pending OGC concurrences.

11. Automated Data Processing: The Applications Division, OJCS, working with representatives from the Office of Personnel, decided upon the computer system architecture to be used with the upcoming CEMLOC system. CEMLOC will reside in GIM II as an independent system which can utilize extract data from PERSIGN and related Manpower Control System projects. An IBM 2741 Typewriter Terminal and a SYCOR Casette device will be provided to the Locator Control Desk in OP for input and query of data from the CEMLOC Master Record residing in computer memory.

12. Preparation for Overseas Service: [REDACTED] Office of Training, requested that Central Processing Branch participate in a training program for employees processing for overseas. The course is called "Preparing for Overseas Assignment." On 10 April 1974 [REDACTED] Chief, CPB, had a 45-minute session with a class of approximately 25 students. This session consisted of an informal discussion of CPB functions, requirements and assistance provided to travelers, with a question and answer period. We have been asked to participate in future training of this nature.

11. Housing for Interns and Co-ops: In response to our recent Employee Bulletin, several calls have been received offering suggestions on places to live for co-ops and interns. As happened with our first Employee Bulletin on housing, we have also received calls wanting to know what the intern and co-op programs are.

14. Rehired Annuitants: During the week we approved the following retired annuitant case for the Directorate of Management and Services:

STATINTL

[REDACTED] -- Office of Personnel -- Independent Contractor -- extension through 30 June 1974.

Also, the following retired annuitant was terminated:

STATINTL

[REDACTED] -- Office of Security -- Independent Contractor.

15. Suggestion Awards: The Suggestion Awards Committee approved seven awards totaling \$1150 and recommended approval of one award for \$1000.

Directorate of Management and Services -  
Two awards for \$400

Directorate of Science and Technology -  
Three awards for \$300

Directorate of Operations -  
Two awards for \$450  
Recommended one award for \$1000

### Coming Events

1. We hope to complete modifications in Agency regulations designed to implement approved PASG recommendations.

2. It is anticipated that the PSTAT/PERCON computer conversion will take place this weekend, and testing the results will begin early next week. This will take two people up to three weeks' time to complete.

3. GEHA Board of Directors will meet at 2 p.m. on 15 April to vote on proposed benefit changes with the Association Benefit Plan for CY 1975.

/s/ F.W.M. Janney.

F. W. M. Janney  
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- ✓ - D/Pers Subject File
- 1 - D/Pers Chrono
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C

STATINTL

OD/Pers/ [REDACTED] jmm (12 Apr 74)